

**STOCKTON POLICE DEPARTMENT**

**GENERAL ORDER**

**PNEUMATIC TUBE SYSTEM**  
**SUBJECT**

**DATE:** March 1, 2005

**NO:** E-1

**FROM:** CHIEF ERIC JONES

**TO:** ALL PERSONNEL

**INDEX:** Pneumatic Tube System  
Operation of Pneumatic Tube System

**I. POLICY**

The Pneumatic Tube System is designed to be reliable and relatively trouble free if correctly used.

**II. GUIDELINES TO FOLLOW WHEN OPERATING THE PNEUMATIC TUBE SYSTEM**

- A. Never release any loose papers or foreign articles into the sending inlets. This could cause a stoppage.
- B. Care must be taken to properly close cover before sending, whether or not there is a message inside.
- C. Carriers should be sent correctly:
  - 1. Carrier should be picked up with hand on leather, or cover end
  - 2. Carrier should then be inserted into sending inlet felt end first
  - 3. No more than one carrier should be sent in the same inlet line within a 5 to 20 second interval
- D. Carriers should never be sent if the air is weaker than normal, or if a paper or foreign object has entered the system. Should this occur, notify the Support Services Division who will call the proper authorities.
- E. The central location for the Tube System is located in Support Services Division, Records Section at the Headquarters Station. The Tube System connects from this location to the following offices:
  - 1. Field Services Division
  - 2. Fiscal Affairs
  - 3. Internal Affairs
  - 4. Chief's Office
  - 5. Command Center
  - 6. Administration / Personnel and Training